

Personnel Monthly

State Personnel Department

State Employee Recognition Day: A Huge Success!

Thank you to everyone who attended our first annual State Employee Recognition Day! We were blown away by the overwhelming response and are pleased that so many people stopped by on their lunch break to join in the fun. You can find snapshots of the event on [Page 3](#) of the newsletter and on our website. The State Personnel Department is already planning a bigger and better 2009 State Employee Recognition Day. We hope everyone will plan to participate in next

year's celebration. Thank you for helping make the event a huge success!

For those State employees who were unable to attend the Employee Recognition Day festivities, but wished to participate in the prize drawings, we have three Alabama Adventure tickets to raffle! If you would like to be considered for the drawing, please e-mail your name, your department and a phone number where you can be reached during regular business hours to [\[ter@personnel.alabama.gov\]\(mailto:ter@personnel.alabama.gov\). The drawing will take place on Thursday, June 12 at noon and the winner will be contacted immediately after the drawing.](mailto:newslet-</p></div><div data-bbox=)

Also, as his own thank you to State employees, Governor Bob Riley officially declared May 7, 2008 as Employee Recognition Day. The Proclamation can be found on the homepage of the [State Personnel Department website](#). Please feel free to print or e-mail the Proclamation!

Volume 2, Issue 4

May 2008

Special points of interest:

- **Snapshots from the first annual State Employee Recognition Day!**
- **State Personnel Training Schedule**
- **Donated Leave Requests: Your fellow State employees need your help!**

Inside this issue:

Ask Sharon	2
Training Schedule	2
Legislative Update	2
State Employee Recognition Night at the Biscuits!	2
Meet Ben Barlow	2-3
Employee Recognition Day Snapshots	3
Donated Leave Requests	4

Employee of the Year Nominees

The State Personnel Department announced the winners of the Executive, Judicial, and Legislative Employee of the Year awards during the State Employee Recognition Day program. The nomination letters for the three winners can be found on [our website](#). We had too many wonderful nominees to pass up mentioning their exemplary performance. Listed below are the employees who were nominated for the Employee of the Year awards:

- ♦ Executive Branch winner Ben Barlow from the Department of Finance;
- ♦ Judicial Branch winner Frederick L. Lilly from the Administrative Office of Courts;
- ♦ Legislative Branch winner Brian Hansen;
- ♦ Andrae McMillian from the Department of Agriculture & Industries;
- ♦ Luvater Smith from the Department of Youth Services;
- ♦ Brian S. Jones and Marilyn Jones Stamps from the Alabama Bureau of Tourism and Travel;
- ♦ Carolyn Lapsley from the Department of Human Resources;
- ♦ Demea Mercer from the State Auditor's Office;
- ♦ Becky J. Brassfield from the Department of Conservation and Natural Resources;
- ♦ Dexter Smith from the Council on the Arts;
- ♦ Clara J. Marshall from the Department of Forensic Sciences;
- ♦ Lorri A. Cottle from the Department of Revenue;
- ♦ Leslie Gettys from the Child Abuse and Neglect Fund;
- ♦ Beverly Davis from the Department of Education;
- ♦ Diane Sherman from the Commission on Higher Education;
- ♦ Novis Sessions from the Alabama Building Commission;
- ♦ Carl H. Nowell from the Department of Rehabilitation Services;
- ♦ Martha Formby from the State Personnel Department;
- ♦ Michael Older from the Alabama Forestry Commission; and
- ♦ Jacqueline Rice and G. Ragan Ingram from the Department of Insurance.



Ask Sharon Massey — Appropriate Dress in the Workplace

Q: “With the warm weather setting in, I find myself having trouble determining what is appropriate for business casual day. Can you give some guidelines?”

A: “Well, that’s a loaded question because casual day attire seems to run the gamut. Some agencies and departments are considerably more casual than others are on casual day. Business casual is probably one of the least understood descriptions of appropriate business attire in the workplace. The hot summer months may

confuse employees even more as to what is considered acceptable in the office. When the options are wide open and the discretion is left to individual choice (without written guidelines), sometimes dress standards drop below the level of acceptability. The State Personnel Department gives each agency and department the discretion to administer a dress code that meets the requirements for that specific agency or department. Many agencies and departments are unique and a dress code that is acceptable for one agency may not be acceptable for another. The environ-



agency or department to establish the dress standards that are appropriate.”

ment of a particular position may dictate the dress code. For example, a nurse for the Department of Public Health may be required to wear scrubs while an attorney in the same department could be required to wear a suit. The bottom line is that it is up to each individual

Personnel Training Schedule— June 2008

The following Personnel Training seminars are being offered in June. All training offered by Personnel is free to the employee and the agency. For more information please visit the State Personnel Department website at www.personnel.state.al.us. To register for a class, please see your agency’s training coordinator. We look forward to seeing you in class this summer!



June 11-12: Dynamics of Supervision — Montgomery
 June 17: Interview and Selection — Montgomery
 June 19: Family and Medical Leave Act — Montgomery
 June 25: Performance Appraisal for Supervisors — Montgomery
 June 26: Progressive Discipline — Montgomery

State Employee Recognition Night

Don’t forget that Thursday, June 19, 2008 is State Employee Recognition Night at the Montgomery Biscuits Baseball Stadium! There will be discounted food and beverages all night long as well as other fun entertainment just for State employees. The game, which will be played against the Mississippi Braves, begins at 7:05 but gates open at 4:30 so kids can enjoy *FREE* inflatable games in Big Mo’s dugout until 5:30!

Legislative Update

Unfortunately, House Bill 269, which would have protected Merit System employees in times of layoffs, died on the last day of the regular session and a similar bill also failed to pass during the special session. We will try again next session to get this Employee Protection bill passed!

Meet Ben Barlow, Executive Branch Employee of the Year

Q: What is your current position?

A: “I am currently the Landscape Manager for the Alabama Department of Finance, Division of Services.”

Q: Could you tell us more about your position?

A: “I oversee the grounds areas at the Capitol Complex and other State buildings maintained by the Service Division. The grounds department works hard to make sure that the

landscaped areas at our buildings are properly maintained so that they can be enjoyed by visitors, State employees, and citizens of the State of Alabama.”

Q: What led you to your job in Alabama State Government?

A: “I was working for TruGreen Land Care in Memphis, TN and started looking for a job closer to my hometown of Evergreen, AL. I applied for a job with the Retirement Sys-

tems of Alabama and started working for them as an Assistant Landscape Manager in 2001.”

Q: How long have you been with the State of Alabama?

A: “I have been with the State for over seven years. I worked for RSA for five years and have been with the Finance Department for a little over two years.”

***** Continued on Page 3

State Employee Recognition Day Snapshots



Employees gather on the plaza of the Gordon Persons Building



State Personnel Director Jackie Graham greets employees



Mayor Bobby Bright welcomes employees to Montgomery



Judge Charles Price recognizes Judicial Employee of the Year, Frederick Lilly



Lt. Governor Jim Folsom recognizes Legislative Employee of the Year, Brian Hansen



Chief Deputy Attorney General Dan Morris reads Attorney General Troy King's Proclamations



First Lady Patsy Riley presents Governor Riley's Proclamation recognizing State employees



Employees enjoy lunch from Chick-Fil-A, Papa John's, and Boomer T's



State Employee Recognition Day was a success, thanks to our generous sponsors!

Meet Ben Barlow, Continued

Q: What do you believe are the greatest rewards from being in State service?

A: "I think that making the landscaped areas outside of the State buildings aesthetically pleasing makes a big difference in the way that people look at our State. There are a lot of visitors who come to our State Capitol, the Governor's Mansion, the Archives and History Building and the First White House of the Confederacy, and the landscape is the first thing they notice. We take

pride in knowing we have helped make a positive impression on visitors that come from our State and local schools, other States and other countries. It's rewarding to hear from visitors and other State employees that they appreciate having a nice landscape to look at when they visit or come to work."

Q: Alabama or Auburn?

A: "I graduated from Auburn University in 2000 - WAR EAGLE!"

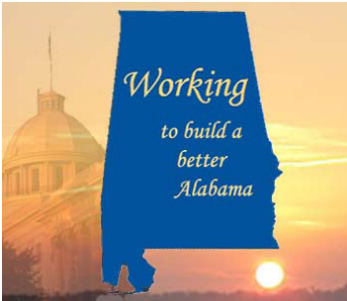


Ben Barlow receives his award from Deputy Finance Director Andy Hornsby

State Personnel Department

Folsom Administrative Building
64 North Union Street, Suite 300
Montgomery, AL 36130-4100

Editors: Katie Shuey & Brittany Woodham
Phone: 334-353-3747
E-mail: newsletter@personnel.alabama.gov



The Alabama Merit System law created the Personnel Department to be administered by a Personnel Director who answers to an independent board. The Board currently consists of five members who serve staggered six-year terms. Two members are appointed by the Governor, one by the Lieutenant Governor, one by the Speaker of the House, and one member is an elected classified State employee who is subject to all merit system rules and regulations.

By law the Board is required to meet once each month. Its principal functions are to:

- *adopt and amend rules and regulations;
- *adopt and modify classification and pay plans;
- *hear the appeals of employees who have been dismissed;
- *represent the taxpayers' interest in the improvement of personnel management in the state; and
- *advise and assist the Personnel Director.

The Personnel Department is divided into 9 major areas: Classification and Pay; Examination; Certification; Payroll and Personnel Audit; Information Technology; Training; Legal; Administrative Law Judge; and Special Projects. Please remember, the Personnel Department is here to protect the merit system and to serve as a resource for State employees and the citizens of Alabama!

The Personnel Board is scheduled to meet on June 18, 2008 in the Board Room on the 3rd Floor of the Folsom Administrative Building in Montgomery. The meeting is open to the public.

Donated Leave Requests



To assist those who have qualified for catastrophic sick leave, State Personnel is listing the names of those State employees who are in need of donated leave. The following individuals need your help!

- ◆ Pamela Adkins with Ag & Industries;
- ◆ Gayle Allen with Human Resources;
- ◆ Rachel Babb with Rehabilitation Services;
- ◆ Denivora Beck with Conservation;
- ◆ Tamala Beck with Human Resources;
- ◆ Cassandra Belyeu with Tourism & Travel;
- ◆ Linda Blaxton with Public Safety;
- ◆ Randell Burroughs with Transportation;
- ◆ Lynda Cameron with Human Resources;
- ◆ JenaAnne Campbell with Corrections;
- ◆ Winifred Cannon with Mental Health;
- ◆ Valarie Chappelle with Pardons & Paroles;
- ◆ Paula Chipman with Revenue;
- ◆ Joni Coman with Revenue;
- ◆ Kismete Crawford with Human Resources;
- ◆ Renee Duval with Conservation;
- ◆ Quinton Elliott with Transportation;
- ◆ Deborah Esco with Transportation;
- ◆ Wyndolyn Evans with Corrections;
- ◆ Lorenzo Evans, Jr. with Transportation;
- ◆ James Farris with Revenue;
- ◆ Mary Flowers with Human Resources;
- ◆ Sherry Frink with Human Resources;
- ◆ Clara Frost with Mental Health;
- ◆ Tina Fussell with Conservation;
- ◆ Della Gardner with Transportation;
- ◆ Sean Glass with Transportation;
- ◆ Unica Gray with Corrections;
- ◆ Mary Joan Greene with Public Health;
- ◆ Shana Harrell with Treasury;
- ◆ Angie Hartley with Human Resources;
- ◆ Mary Hatchcock with Mental Health;
- ◆ Gloria Higgins with Human Resources;
- ◆ Stacy Hitson with Forensic Sciences;
- ◆ LaDonna Jackson with Transportation;
- ◆ Tonya Jinright with Corrections;
- ◆ Angela Johnson with Corrections;
- ◆ Amanda Johnson with Human Resources;
- ◆ Kristen Lane with Human Resources;
- ◆ Sandra Mann with Ag & Industries;
- ◆ Joe Marshall with Youth Services;
- ◆ Jack McGuire with Transportation;
- ◆ Sharon Meehan with Economic & Community Affairs;
- ◆ Barbara Mills with Human Resources;
- ◆ Mary Mitchell with Mental Health;
- ◆ Annie Mobley with Human Resources;
- ◆ Erica Moulds with Education;
- ◆ Angela Myrant with Mental Health;
- ◆ Asia Nelson with Retirement Systems;
- ◆ Carolyn Nelson with Public Safety;
- ◆ Jennifer Patrick with Human Resources;
- ◆ Eugene Perry with Pardons & Paroles;
- ◆ Kimberly Perry with Revenue;
- ◆ Antonia Powell with Human Resources;
- ◆ Barbara Pritchett with Human Resources;
- ◆ Debra Pruitt with Industrial Relations;
- ◆ Martha Roberts with Public Health;
- ◆ Bonnie Russell with Transportation;
- ◆ Sandra Scott with Public Health;
- ◆ Jennifer Sharpe with Transportation;
- ◆ Segunda Thomas with Public Health;
- ◆ Melissa Turner with Human Resources;
- ◆ Katina Walker with Human Resources;
- ◆ Margaret Walser with Mental Health;
- ◆ Tanya White with Transportation;
- ◆ Sherian Williams with Industrial Relations;
- ◆ Martina Willis-McCullough with Rehabilitation Services; and
- ◆ Jenee Wilson with Medicaid

For more information on how to donate leave to one of these individuals, please visit the State Personnel Department website at www.personnel.state.al.us. To donate your leave to a qualified employee, please visit your personnel manager and request a Form 25A or [download](#) it from the State Personnel website.